



SUPERVISOR

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*Team Tinker Career Assistance Advisor
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OVERVIEW

- ☼ CAA Programs
- ▮ Supervisor Responsibility
- ▮ Career Counseling
- ▮ What it takes
- ▮ Personalities
- ▮ Powers
- ▮ Retention

CAA PROGRAMS

☼ CAA: Benefits, Career Options, Retention

▮ Briefings

- FTAC, ALS, CC, CRAFT, NCOPDS, etc.

▮ Unit Visits

▮ Supervisor Workshops

▮ Unique Reenlistments

▮ Media: Newspaper, Website, email,

SUPERVISOR RESPONSIBILITY

- Show your troops the BIG picture
 - Discuss how your unit's mission fits into AF mission
 - Discuss how their job contributes and affects the AF mission
 - *How they make a difference*

SUPERVISOR RESPONSIBILITY

- ⚙ Supervisor's have **huge** affect on ratee's career
- Performance Feedback - AFI 36-2618
 - Supervisors: AF Facts and Benefits sheet / career counseling

Ask yourself these questions

- Did I perform feedback, review fact sheet and provide career counseling?
- How much time did I spend? (1 - 2 hours)
- Was AF Form 931 used? (mandatory twice)
- How much time per year did I spend on each person?
- What message did I send?



Career Counseling Tips

- Time – see leadership with problems
- Location
- Completed forms and additional materials
- No Distractions
- Feedback – 2 way communication
- AF Benefits Sheet Review
- Career Counseling
 - Tools: Use Supervisor Career Counseling Guide and Career Counseling/Follow up
- Tool: Monthly Accomplishments Log

Career Tracker

Must Know Dates For _____ TAFMSD _____

Milestone	Requirements	Date
Promotion to Amn	Recommended by your commander and have 6 months time in grade (TIG)	
Promotion to A1C	Recommended by your commander and have 10 months TIG	
Airman of the Quarter (Recognition Program - Quarterly and Annual)	Assigned to FW or associate unit for 60 days of the quarter nominated. Factors: Leadership and job performance in primary duty; significant self-improvement; base/community involvement	
Initial Performance Feedback	Initial feedback w/in 60 days from initial date of supervision	
First Enlisted Performance Report (EPR)	A1Cs or below receive first EPR at 20 months time in service (TIS)	



Career Counseling Fo

Use this form in conjunction w/Supervisor Career Counseling Guide 15 Oct 2002

Name _____ Duty Title _____
Feedback Date _____

Career Goals _____

During counseling session, mark their interests and follow up (F/U) date

SrA BTZ _____
F/U _____

Awards _____
F/U _____

Training Courses _____
F/U _____

Assignments _____
F/U _____

Special Duty _____
F/U _____



Monthly Accomplishments Log

Name _____ Duty Title _____	
Date	Accomplishments/Impact
	J ob (training, projects, completed tasks, kudos, etc)
	Self Improvement (college, certification, courses, lectures, etc)
	Unit and Base Involvement
	Off Base Involvement

WEB SITES

- ☼ Show your troops this website
[Http://www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil)
[Https://wwwmil.tinker.af.mil/caa](https://wwwmil.tinker.af.mil/caa)

Stay informed

- Early Bird
- AF News Link
- CSAF NOTAMS
- Don't believe
Everything you
hear/read



TRAINING

- ▮ Make time to ask questions about their training and review folder during feedback session.





HOW WE LEARN

- VISUAL - Seeing
- AUDIO - Hearing
- KINESTHETIC - Doing

BOP

Base of Preference Program for FTA

- CONUS TO CONUS BOP
- Overseas to CONUS BOP
- IN-PLACE BOP
- ⊗ Earliest to apply 8 mos TOS:
w/CJR/retraining
 - ▢ PCS BOP must have 12 months TOS
 - ▢ Must apply before reenlistment/have CJR
 - ▢ Choose up to 8 bases
 - ▢ If disapproved, try other 8 bases immediately or resubmit same bases 6 months later

BOP

☼ Base of Preference Program for Career Amn

- CONUS TO CONUS BOP
- IN-PLACE BOP
- ☼ Must have 41 months TOS to apply - move 4 yr
- ▢ Choose up to 8 bases
- ☼ If disapproved, try other 8 bases immediately or resubmit same bases 6 months later



ASSIGNMENTS

- ☼ EQUAL listing on AFPC website
 - List of assignment requirements available for AFSC and grade at particular locations
- ▢ EQUAL PLUS listing on AFPC website
 - Special Duty Assignments
 - POC: Customer Service at the MPF

FTA RETRAINING

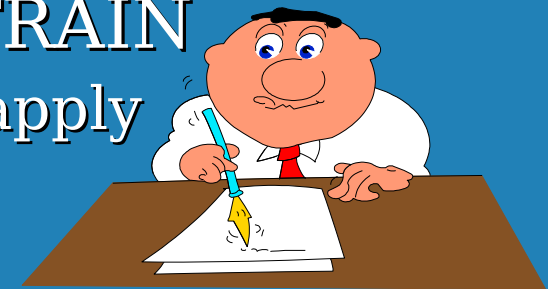
☼ ALL ELIGIBLE FIRST TERM AIRMAN CAN APPLY TO RETRAIN

- AFSC and manning does not apply
- Up to 5 AFSC choices

▮ When:

- 4 yr first day of 35 mon until last day of 43 mon
- 6 yr first day of 59 mon until last day of 67 mon
- 15 - 9 months prior to DEROS
- Don't miss the window

3C? 4P?
1A? 2E? 1N?



FTA RETRAINING

- ☼ Applicants are ranked for each retraining AFSC choice (computer generated)
 - Most recent EPR
 - Current grade
 - Projected grade
 - Previous two EPRs
 - Date of rank/TAFMSD
 - AQE score in applicable area
 - ASVAB: can retake, see retrain



FTA RETRAINING

- ⦿ Board meets on 3rd week of every month
- ⦿ Application will meet 3 boards
 - ▢ If approved, member will be notified approx. 4th week
 - ▢ If not approved, application continues to 2nd board and 3rd if needed
 - ▢ Member will be notified after 3 boards if disapproved

NCO RETRAINING

- ⚙ AFSC and manning dependent (5 skill level)
- ▮ Three phases to balance AF - FY program
 - Phase I - voluntary
 - Listing of AFSC with overages and shortages
 - Phase II - voluntary
 - If insufficient applications are not received during phase I - personal notification
 - Phase III - involuntary
 - Returned to AFSC and involuntary retraining
- ▮ Functional Manager must release member

RETRAINING

▯ INELIGIBLE

- Quality factors - court-martial, control roster, Art 1 punishment, etc
- Weight management program code – not in standard
- Most recent EPR
 - less than a 3
 - a referral
 - a projected referral
- Is ineligible for promotion or reenlistment
- Not recommended for entry into upgrade training
- Under investigation by OSI or law enforcement

COLLEGE

- ⦿ Tuition Assistance (100% - FY03)
- ▮ Classes: web, correspondence, video, etc
- ▮ CLEP / DANTES testing
 - Get current list from the Education Center
 - Free Tests, free credit
 - Highly encourage your troops

*Classes in squadron??
Give us a call*



EDUCATION

- ⦿ AF Education Leave of Absence (AFELOA)
- ▢ Education Deferment (Bachelors, Masters,etc)
 - Up to one year from completing degree off duty
 - Established college program, not for orders
 - One year deferment from receiving PCS orders
- ▢ Commissioning Program
 - Education Center 739-7408



What is the toughest job
in the Air Force?

To be a
GOOD
Supervisor



WHO ARE YOU?

- You are the airman's leader
 - *Show them the right path*
- You are the biggest factor in an airman's career and life
 - *Develop them for success*
- Look in the mirror
 - *Troops learn by example*

WHAT DOES IT TAKE?

- Listen
- You must care and show you care
 - Find out their needs and concerns
 - Address needs and concerns
 - Refer if needed
 - Recognize - reward / thank you
- Provide positive environment
- Treat them the way *they* want to be treated

WHAT DOES IT TAKE?

- Know your troops
 - Why did they enter the A
 - Their future career desir
 - Family
 - Develop a relationship
 - Be personable

UNDERSTAND PERSONALITIES

- D - DOMINANCE
 - Action, power, immediate results, single-man job
- I - INFLUENCIAL
 - Influence people, approachable, talkative, good
- S - STEADY
 - Doesn't like change and TDY, cooperates with
- C - CONSCIENTIOUS
 - Attention to detail, analyze, quality and accuracy

Job mismatch can render stress, job dissatisfaction, and impact the mission

KNOW YOUR POWERS

- POSITION POWERS - by virtue of the position
 - Legitimate - legal UCMJ
 - Coercive - Consequences
 - Reward - Apply things people like
 - Connection - Influential persons or organizations
- PERSONAL POWERS
 - Information - Access to useful information
 - Expert - Education and skill
 - The most honored and respected power.....



REFERENT POWER

- How do you get it?
 - Respect
 - Be professional
 - Be loyal to your troop
 - Do the right thing
- How do you lose it?
 - Anytime the above is not performed
 - Thinking of yourself
 - Lose your cool
 - Bad mouthing others

RETENTION

☼ Know factors of retention that can affect your troops

1. Pay - Economy (civilian jobs)
2. Job Satisfaction
3. TDY
4. Leadership
5. Recognition
6. Location
7. AFSC

What if I Have a Troop on the Fence?

- Ask Why
- Speak in facts
- Compare military and civilian
 - Pay - see chart
 - Job security
 - Retirement program
 - Medical
 - Promotion opportunity
 - Where you live
 - Job satisfaction



Bottom
line:
The member
must
have all the
facts
and make



***DO YOU HAVE
A
MENTOR?***

SUMMARY

- ▮ CAA Programs
- ☼ Supervisor Responsibility
- ▮ Career Counseling
- ▮ What it takes
- ▮ Personalities
- ▮ Powers
- ▮ Retention

WHAT'S YOUR GOAL???

- ☼ Be the absolute *best* supervisor
- ☼ Ensure your troops have all the tools they need to succeed in their Air Force career



QUESTIONS?